

# Allen Water District

3230 North Cole Street

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*"Addressing the water needs of the Community"*

## February 8, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, February 8, 2023 at 2:00 p.m.** in the Training Center of the Allen County Sanitary Engineering Department office located at 3230 North Cole Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Pledge of Allegiance
3. Additions, Changes, or Corrections to Agenda
4. Approval of AWD minutes – January 11, 2023
5. Clerk of Board Report
6. Attorney's Report
7. Treasurer's Report
8. CPA Report
9. Old Business
10. New Business
11. Board Comments
12. Public Forum
13. Executive Session
14. Adjournment

A quorum being present, Mr. Kessen brought the meeting to order at 2:01 p.m. and proceeded with the agenda.

### **1. ROLL CALL**

Mr. Miller  
Mr. Kessen  
Mr. Gosnell  
Mr. Ingle  
Mr. Neeper  
Mr. Leis  
Ms. Vickers  
Mr. Core - Absent  
Mr. Steve Ewing

American Twp Representative  
Perry Twp Representative  
Shawnee Twp Representative  
Bath Twp Representative  
Allen County Representative  
Allen County Representative  
Allen County Representative  
Allen County Representative  
Member-at-Large

## **STAFF**

Kim Stiles – Clerk of the Board  
Shannon Finn – Office Assistant  
Rex Huffman – District Legal

**PUBLIC** - None

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** - None

## **4. APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the January 11, 2023 minutes. Seconded by Mr. Neeper. Motion carried 7-0. Mr. Kessen added that under the Executive Session section in the January Meeting minutes, there was no action taken.

## **5. CLERK OF BOARD REPORT**

Ms. Finn stated there had been **4 connection inquiries** since last month's meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
John Schwartz	2755 Harding Hwy	SR 309	\$3,500	1
Adam Park	3607 Schooler	SE Regional	\$6,300	2
Karla Graham	2975 Schooler	SE Regional	\$6,300	3
Jamie Compton	3120 E Bluelick	Dixie Bluelick 2	\$3,500	4

Ms. Finn stated there had been **1 permit** issued since last month's meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Paula Ricker	1487 Baty Rd	Allentown Rd	\$3,500	5

Ms. Finn stated there had been **1 extension inquiry** since last month's meeting.

Name	Address	Additional Info	Ref Page
Jariah Holzapple	4666 Stewart Rd	Willing to survey neighbors	6-9

Ms. Stiles added that Mr. Holzapple will be surveying from Lutz to Stewart then up to State Rd.

## **Improvements/Changes/Upcoming Events**

- County Appointments – BOCC Update on February 9<sup>th</sup> at 1 p.m. Ms. Stiles stated that she did send out a draft and link to the four appointments if they would like to attend virtually.
- Letters sent to appointing authorities with board members with terms expiring 4/30/23
  - American Township
  - Board of County Commissioners

Ms. Stiles stated there is a training seminar offered by RCAP on April 6th from 6:30 to 8:45 pm called "Bring Your Board Together". If the Board is interested, she will send a link to review or we could set it

up to watch together as a Board. Mr. Kessen suggested everyone look at their calendars to see if they would be available.

**By-laws, Policies and Procedures** – Committee meeting scheduled for March 16<sup>th</sup> at 9 a.m. Ms. Stiles added if there are any topics that the Board would like to be discussed during this meeting to let her know and she will add it to the agenda.

### **Contracts and Agreements**

Master Plan Maintenance Agreement – Discussion: Ms. Stiles stated that a draft maintenance agreement was received so that AWD can work with ms consultants to keep the model up to date. This will also be used for inquiries, such as those we receive from AEDG. Ms. Stiles added that when a request is sent in we will reach out to the City to make sure we are all in agreement prior to sending to ms. Mr. Huffman stated that the agreement covers this by stating that the City and AWD are the clients. He suggested that this needs to be communicated to the City. Mr. Kessen asked if the cost will be split between the City and AWD when updates are sent in. Ms. Stiles responded yes.

**RESOLUTION 23-003: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES GREG KESSEN, CHAIR, TO ENTER INTO A SERVICE AGREEMENT WITH THE CITY OF LIMA AND MS CONSULTANTS, INC. TO PERFORM WATER MODEL UPDATES AS ASSIGNED FOR 2023.** Motion made by Mr. Miller. Seconded by Ms. Vickers. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Nepper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – yes.

**Projects** – Committee Meeting held on January 31<sup>st</sup> at 9 a.m. The following projects were discussed:

**Statement of Qualifications** – Project Committee evaluated SOQ's from the following engineering firms and ranked them in the order stated:

- |             |                        |
|-------------|------------------------|
| 1. Access   | 5. ms consultants, inc |
| 2. Wessler  | 6. DLZ                 |
| 3. AECOM    | 7. Poggemeyer          |
| 4. Prime AE |                        |

Ms. Stiles asked Mr. Huffman if we can automatically choose Access if we have a project, or do we have to reevaluate them with a project specific scoring sheet. Mr. Huffman stated that the way we are doing it should be fine. Once we have them ranked, this determines who is qualified. We should be able to choose from our engineer list. If we have a project over \$50,000, we would have to send out notification. Those who are qualified will not have to submit, but others who have not been qualified can submit. Ms. Stiles asked if the notification would be through advertising. Mr. Huffman stated that yes, it would be through advertising. We could advertise in the local newspaper once and also advertise on our website. He reiterated that the way we have been doing it is fine.

**ARPA Funding** – The Commissioners are allotting 1.5 million and it will now be considered a contribution from the BOCC and no longer referred to as ARPA. Commissioners requesting an MOU between the BOCC and the District outlining some terms. This money would be unrestricted and would not need to follow the ARPA funding guidelines. She will start working on a cooperative agreement with Mr. Huffman between the District and BOCC. St. Rt, 81 is still being considered for this money,

but the District is also applying for funding from House Bill 163 and Access Engineering is applying for WSRLA funds for possible design money. Mr. Neeper asked how much Bath and Jackson Townships are willing to contribute. Ms. Stiles replied that depending which direction they go would depend on whether Jackson Township would be involved. Jackson Township could possibly contribute up to \$200,000 and Bath could contribute \$100,000.

**State Route 81 Loop** – Access Engineering is submitting application for WSRLA funds for this project. Previous HB 163 application may have additional funding available. District will need to determine how the project can be funded after ARPA, AWD, COL, and Township participation.

### **East Regional**

- a) Construction progress is as follows:

**Contract A/B** – Complete.

**Contract C** – The tank has been filled and electrical work being completed. Final completion has been delayed until May 2023 when the rest of the painting/restoration/site work will be completed.

- b) February Project Update Available.
- c) Project Wrap-Up Meeting to be scheduled once project costs finalized. Awaiting final price for Contract B and will be close to finalizing project costs. Ms. Stiles asked Mr. Huffman how soon we should start collecting the debt service fee. He replied that once a Certificate of Substantial Completion has been received we can begin collecting the debt service fee. Mr. Miller asked if the District will be reimbursed for the cost of the well permits. Ms. Stiles stated that a motion was made in 2020 that the Board would cover those fees.
- d) Fire Hydrant Maintenance – Ms. Stiles stated Mr. Huffman is currently working with Harrod's legal to determine who is responsible for the fire hydrants within the Village of Harrod. Mr. Ewing stated the mayor of Harrod is willing to maintain the fire hydrants in the Village but is waiting for some guidance and a contract. Mr. Leis asked about a maintenance record and stated the townships and villages should currently be doing this and sending a copy to the District. Mr. Huffman stated he would follow up with Harrod's legal to see what contract Harrod has with Auglaize Township and determine if the District's current fire hydrant maintenance agreement with Auglaize Township is sufficient or if another agreement is needed between the District and the Village of Harrod.

### **Rudolph Foods – Elevated Storage Tank**

- Next progress meeting will be February 22<sup>nd</sup> at 1 p.m. at our office.
- The contractor is in the process of trying to get electric to the tank so a small heater can be placed in the base of the tower to provide temporary remedy to ensure the lines do not freeze.

**Intersection of 117 and McPheron** – District will attend pre-con for ODOT project and approach contractor who is awarded project to see if they would be interested in this small project. Tentative date for pre-con is in April 2023. (Anticipated award date is now March 2023).

**Master Plan Study (Node Map)** - Final Master Water Plan and Hydraulic Model Update received. Priority Project List has been updated based with these results and Committee will re-evaluate rankings.

**Indianbrook Waterline Replacement Project** – The plan is to advertise for bid in March. A letter was sent to property owners who still need to sign work agreements. Ms. Stiles added there will be another meeting /conversation with the township due to amount of the work in the road. Ms. Vickers asked for clarification re: what the owner will pay if they do not sign the work agreement. Ms. Stiles replied that the owner would be responsible for the cost of the service line relocation if no signed agreement received.

**RESOLUTION 23-004: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DISTRICT MANAGER TO ADVERTISE FOR THE INDIANBROOK WATERLINE REPLACEMENT PROJECT.** Motion made by Mr. Neeper. Seconded by Mr. Gosnell. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – yes.

**Gomer** – Access will submit application for WSRLA money for study/design funding. This project should score well based on regionalization criteria and low MHI. Mr. Neeper stated that CDBG money was used with the sewer and that possibly we could get CDBG for this project. Ms. Stiles replied that is correct but may be complicated as assessments can't be done with CDBG money received.

**Sugar Street** – District needs to explore this potential replacement project further. On Project Committee Agenda. Ms. Stiles added that the District plans to talk to the City to see if there are other options other than replacing the line.

**6. ATTORNEY'S REPORT:** None

**7. TREASURER'S REPORT:**

Revenue and Expense Reports for January 2023 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753 and 8756 are available. A Revenue and Expense Report will be provided when transactions occur within the previous month for any fund. Current cash balance total for all AWD funds as of 1/31/23 is \$2,099,591. The cash balance totals for each fund as of 1/31/2023 are as follows:

8750 Project Debt Service – \$812,401.29  
8751 Operating Fund – \$533,233.60  
8752 Internal Capital Reserve – \$155,174.06  
8753 External Capital Reserve – \$124,625.65

8754 USDA Debt Reserve – \$1.55  
8755 USDA Reserve - \$0  
8756 USDA County Reserve - \$474,154.85

**RESOLUTION 23-005: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION "SUNDRY" FOR THE INTERNAL CAPITAL OUTLAY FUND, 8752, FOR THE 2023 BUDGET BY TEN THOUSAND DOLLARS (\$10,000).** Motion made by Mr. Neeper. Seconded by Mr. Gosnell. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – yes. Mr. Neeper asked for clarification of what this is for. Ms. Stiles stated that this was created for refunds. For example, we have a water permit that was issued and the homeowner asked for a refund.

**RESOLUTION 23-006: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AMENDS THE TRUSTEES/OFFICERS COMPENSATION SCHEDULE FOR 2023.** Motion made by Mr. Miller. Seconded by Mr. Gosnell. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – yes.

**MOTION MADE BY MR. MILLER TO APPROVE THE FEBRUARY 2023 TREASURER'S REPORT.** Seconded by Mr. Gosnell. Motion carried 8-0.

8. **CPA REPORT:** Nothing to report

9. **OLD BUSINESS:** Nothing to report

10. **NEW BUSINESS:** Mr. Ewing asked how many wrenches would be needed to shut a fire hydrant off. Mr. Leis replied normally one wrench with a fitting on each end. Most are universal.

11. **BOARD MEMBER COMMENTS:** Nothing to report

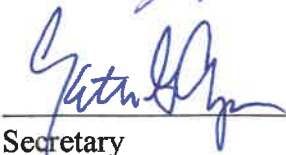
12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Ewing at 2:53 p.m. Seconded by Ms. Vickers. Motion carried 8-0.

ATTESTED:

 3-8-2023  
Chairman Date

 03/08/2023  
Secretary Date